

Dining Demolition Pre-Construction Meeting February 24, 2010 Meeting Minutes

Meeting Location & Time: Turner's Office Trailer, Champaign, IL, at 1:00 PM

The purpose of this meeting was to familiarize ALL parties with the Dining Demolition portion of the Student Dining & Residence Project. Furthermore, the purpose was to ensure that ALL parties (Bid Packages #1 thru 4) understand the specific project protocol, overview, scheduling, inspection process, document breakdown, and administrative timelines. The attached agenda was used as the basis for flow of discussion within this meeting.

I. Attendance:

1-1 Refer to the attachments for the list of attendees.

II. E.E.O, Employee Utilization & MAFBE Compliance:

1-1 Elizabeth Stegmaier spoke for Latonya Webb (University of Illinois – Contract Specialist) on E. E. O. Goals, Employee Utilization, and MAFBE Contracting Goals. It was further explained how this directly affects pay application status, etc. by being part of the pay application process.

III. Environmental Compliance:

1-1 UIUC-F&S and Turner Construction addressed the following items:

- Addressed Owner's responsibility and Contractors' responsibilities per the attached agenda.
 - UIUC-F&S informed Robinette Demolition that UIUC-F&S has taken care of the IEPA Notification to the governing parties.
 - UIUC-F&S is performing the Asbestos Abatement at both Dining Halls.
 - UIUC-F&S will provide a 'Clean Letter' for Asbestos Abatement Work completed at both Dining Halls up to May 14th, 2010 on May 14th, 2010; then another 'Clean Letter' for remaining Asbestos Abatement Work completed at Gregory Dining Hall up to May 30th, 2010 on May 30th, 2010; and then lastly a 'Clean Letter' for remaining Asbestos Abatement Work completed at Peabody Dining Hall up to June 11th, 2010
- SWPPP Permit – Every Contractor is responsible for maintaining the practices and expectations of the SWPPP. Robinette Demolition (Bid Package #1) will be responsible for Street Filters, Silt Fencing, Soil Erosion and Sediment Control, Entrance Stabilization, Daily Street Cleaning and Weekly Reporting. As other Contractors start their field operations, it will be their responsibility to add Silt Fencing or Hay Bales, etc. with their specific water discharge off-site, restore Aggregate Access disturbed by them, and fix any damaged Silt Fencing that has been damaged by them as a result of their specific operations.

IV. Introductions:

1-1 Project Team Members were introduced:

- University of Illinois – Owner
 - Elizabeth Stegmaier, UIUC-F&S Project Manager
 - Myron Thompson, UIUC-F&S Project Superintendent/Inspector
 - Jeff Riddle, UIUC-Housing Project Manager/Coordinator
- Nagle Hartray Danker Kagan McKay Penney Architects, Ltd. – Architect of Record
 - Howard Kagan, AIA, Principal
- Turner Construction – Construction Manager
 - Bob Bursack, Project Executive
 - Adam Kimball, Project Engineer/Assistant Superintendent
 - Greg Cuttell, Project Manager/Superintendent

V. Project Overview and Summary:

1-1 Bid Package Breakdown:

- Bid Package #1 – Mass Demolition Work – Robinette Demolition
- Bid Package #2 – Plumbing Work – Davis-Houk Mechanical
- Bid Package #3 – Heating Work – A & R Mechanical
- Bid Package #4 – Electrical Work – Glesco Electric

VI. Project Background:

1-1 Ongoing Site Utility Project – Under Construction.

1-2 Receiving Dock Modifications @ Each Residence Hall (Related to Bailey Edwards Design)

1-3 Lighting and Landscape Project (Related to DLK/HOH Design)

1-4 Laundry Renovation Project (Related to UIUC-Housing Modifications)

1-4.1 Possible Impact at Southeast Corner of Hopkins Residence Hall

1-5 Phase ‘C & D’ Early Site Utilities Project (Related to 4240 Architecture Design)

1-5.1 Located North of Gregory Dining Hall’s Loading Dock

1-6 Phase ‘C & D’ Main Project (Related to 4240 Architecture Design)

1-6.1 This Project is also Located North of Gregory Dining Hall’s Loading Dock

VII. Project Overview:

1-1 Turner Construction addressed the following:

- Spring Break – Start Removing Trees, Weather Permitting. Focus will be the Center Plaza, between Forbes & Hopkins Residence Halls, and north of Gregory Dining Hall’s Loading Dock.
- Earth Retention & Demolition Flow – Gregory Dining Hall then Peabody Dining Hall.
- Robinette Move-In at North Side of Gregory Dining Hall as Early as Possible because of the Phase ‘C & D’ Early Site Utility Project’s removal of the Service Road off of Gregory Drive.
- Glesco, A & R Mechanical & Davis-Houk Mechanical start May 17th, 2010.

VIII. Construction Documents:

1-1 Breakdown of Drawings & Specifications

- One Volume of Specifications
- One Bundle of Drawings

1-2 Breakdown of Addenda #1 thru 4

- Four Addenda Were Issued During the Bid Process

1-3 Availability of “Addenda Incorporated” Construction Drawings

- Each Prime Bid Package Contractor received three (3) sets of “Addenda Incorporated” Drawings and Specifications at this meeting (February 24, 2010).

IX. Project Communication:

- 1-1 ALL Project Communication must go through Turner Construction. Adam Kimball is the point of contact for PRZM submissions and Greg Cuttell is the point of contact for everything else, especially money and scheduling issues.**

X. General Overview:

1-1 Utilization of PRZM

- Refer to website: <http://www.uofpp.uillinois.edu/training.htm>
 - Refer to the aforementioned website for Training, Specification Section 01055, or contact Ms. Kiley McCormack @ 217-265-6596 for any other Training Details.
- Schedule of Values
 - Refer to the Specification Section 01000 for CSV Guidelines.
- Pay Application
- MAFBE Certification
- Employee Utilization Reports
- RFIs/ASIs/RFPs/FDs

- Change Orders
- 1-2 Misc. Processes
 - Visitor Sign-In Process
 - Required if Having NOT Gone through the Safety Orientation Process. This process is set-up for vendors and other visitors of similar nature.
 - Front-End Submittals
 - Refer to the attached Front-End Log for details. Please review and return these submittals ASAP.
 - Project Directory
 - Refer to the attached Project Directory for contact information. Please submit additional contact and emergency phone numbers ASAP.
 - Specification Submittals
 - Returned Submittal Schedule Matrix
 - Refer to the agenda attachment for details.
 - Submittal Flowchart/Submittal Quantities
 - Refer to the Specification Section 01023.
 - Submittal Stamp
 - Each Submittal must have a Submittal Stamp along with Submittal Transmittal Sheet.
 - Refer to the Submittal Stamp and Submittal Transmittal Sheet within Specification Section 01023 for details.
 - “Field Issue” Shop Drawings
 - Each Contractor must work with scrubbed drawings (no “red” marked-up A/E submittals) during field operations.
 - Daily Construction Reporting
 - Extra Work Authorization
 - Turner Construction must Agree BEFORE Extra Work will be guaranteed to be paid by the University of Illinois.
 - Photographic Documentation
 - Refer to Specification Section 01322 for details.
 - Pre-Construction Photographs
 - Periodic Photographs
 - Final Completion Photographs
- 1-3 Tax Exemption Identification Sheet
 - Refer to the attached sheet for details.
- 1-4 University of Illinois’ Media Program
 - ALL Media must be directed directly to Elizabeth Stegmaier. No one is to talk with the media, students or other public parties.

XI. Safety Program:

- 1-1 Pre-Planning Handout
 - Based on Specification Section 01050 – 100% Hard Hat & Safety Glasses
 - Be Aware of the Tornado Signal @ First Tuesday of Each Month.
 - Code of Safety Practices Safety Sign-Offs
 - Corporate Safety Sign-Off Sheet
 - Employee Safety Sign-Off Sheet
- 1-2 Company Safety Notebook
 - One of the submissions on the Front-End Log.
- 1-3 Corporate MSDS & HAZCOM Notebook
 - One of the submissions on the Front-End Log.
- 1-4 Daily Housekeeping/Street Cleaning
 - A clean and organized site is what is expected by ALL Contractors. Daily photographs are required of Turner Construction in order to document (via photographs) ongoing housekeeping and street cleaning as a daily responsibility

1-5 J.U.L.I.E. Notification

- Must make arrangements with J.U.L.I.E. BEFORE performing excavation and/or drilling operations.

1-6 Weekly Tool Box Talks Required

- A weekly requirement where ALL employees of each Prime Bid Package Contractor document their "Safety" discussions.

1-7 Weekly/Monthly Safety Walk-Throughs

- Safety Supervisor – 30 Hour OSHA Certification
- Weekly/Monthly Walk-Throughs
 - w/ Safety Supervisor/Superintendent Attendance
 - These Walk-Throughs are tentatively scheduled for Wednesday mornings at 10:00 AM.

XII. Milestone Project Schedule:

1-1 Refer to Specification Section 01060 for details.

XIII. Site Logistics Program:

1-1 Refer to Drawing A041 for details.

- Construction Parking will be allowed at the UIUC-Housing Parking Lot (located south of Hopkins Residence Hall) --- up to thirty (30) parking spots. UIUC-Housing will issue parking passes accordingly.
- Outage Notification Required
- Field Coordination
 - Limited Storage On-Site
- Work Shift Hours
 - 24-7 Program – Only limitation is that 'Earth Retention Hammering' cannot occur between 9:00 PM and 6:00 AM.

XIV. Pay Application Highlights:

1-1 Cut-Off Date for "Draft" Pay Application is the last Friday of each month and the "Final" PRZM version shall be submitted by the following Friday.

1-2 Prior to the First Pay Application:

- Authorized Signature Letter
 - Within 15-days to Turner Construction AFTER NTP
 - *This Letter states who has authorization authority for each company, if not the same person that signed the Contract.*
- SVS List Submitted to UIUC in PRZM
 - Within 15-days in PRZM AFTER NTP
- Schedule of Values Approved by UIUC in PRZM
 - Within 15-days in PRZM AFTER NTP
- Project Schedule
 - Within 15-days to Turner Construction AFTER NTP
- Returned Submittal Schedule Matrix – Handed Out as an Agenda Attachment
 - Within 10-days to Turner Construction AFTER NTP
- Contractor Information Sheet w/ Safety Personnel
 - Within 15-days to Turner Construction AFTER NTP
 - Refer to the attached sample sheet for details.
- List of Subcontractors
 - Within 15-days to Turner Construction AFTER NTP
- PRZM Contact Information
 - ASAP to Turner Construction
- As-Builts Maintained During Construction
- Stored Materials
 - Refer to Specification Section 00700 – Article 12 – Section 12.6b

- Monthly Report w/ Updated Schedule
- Safety Compliance
- Housekeeping Compliance
- Insurance Active (Has NOT Expired)
- Insurance MUST be Maintained One (1) Year AFTER Substantial Completion

XV. Meetings:

- Pre-Job Meeting w/ Local Union Representatives
 - No Monthly Meeting is Required at the moment, but need the following:
 - List of Subcontractors from Each Prime Bid Package
 - Submit to Turner Construction and We Will Forward to Mr. McCall.
 - As Time Passes...If there are any Changes and/or Additions, then Update Turner Construction and We Will Forward to Mr. McCall.
- Pre-Installation Meetings
 - Must Occur BEFORE Work Starts
 - Contractors should schedule these Meetings approximately three-weeks BEFORE Work Starts.
- Weekly Contractor Coordination Meetings
 - First Meeting was tentatively scheduled for either March 16th, 2010 or March 23rd, 2010 at 9:00 AM.
 - Weekly Contractor Coordination Meetings will be routinely scheduled for Tuesdays at 9:00 AM.

XVI. University of Illinois' Inspection Process:

- 1-1 Facilities & Services (F & S) Inspections will perform field inspections routinely and randomly throughout the duration of this project. Myron Thompson is the lead inspector on this project and close coordination will be required throughout several stages of this project.
- 1-2 ALL Mechanical/Electrical terminations/caps MUST be inspected by UIUC-F&S prior to backfill operations.

XVII. Testing and Inspection:

- 1-1 It is the responsibility of Each Contractor to provide testing services via an Independent Testing Agency. The Testing Agency MUST submit a hand-written report before leaving the project site and typed versions are expected approximately a week thereafter. Each report must be accompanied with an illustration for location purposes.

XVIII. Upcoming ASIs & RFPs:

- 1-1 ASI – Added Site Light w/ Foundation to be Removed
- 1-2 RFP – Bid Package #3 Excavation Outside Steam Vaults #85 & 81
- 1-3 RFP/FD – Bid Package #1 Aggregate Fill of Extracted Footings Underneath S.O.G. @ Gregory Dining Hall
- 1-4 Possible RFP/FD – Bid Package #1 Aggregate Fill of Footings Underneath S.O.G. @ Peabody Dining Hall

This is the understanding of the above items discussed. Concurrence is presumed unless prompt written notices of additions, deletions or corrections are received within five days.

Greg Cuttell

Turner Construction Company

cc: ES / MT / HM / MAS / BB / SH / AK / Master File

attachments



Student Dining/Residential Programs Project

Dining Demolition Pre-Construction Meeting
Wednesday, February 24th, 2010

1. Introductions
 - a. Owner/Design Team Breakdown
 - i. University of Illinois – Owner
 1. Facilities & Services
 - a. Elizabeth Stegmaier & Myron Thompson
 2. Housing
 - a. Jeff Riddle
 - ii. Nagle Hartray – Architect of Record (AOR)
 - iii. TERRA – Civil Engineering Consultant
 - iv. AEI – Mechanical/Electrical Consultant
 - v. HOH Associates – Structural Engineer
 - b. Bid Package Breakdown
 - i. Bid Package #1 (UIUC Division #16) – Mass Demolition
 - ii. Bid Package #2 (UIUC Division #2) – Plumbing
 - iii. Bid Package #3 (UIUC Division #3) – Heating
 - iv. Bid Package #4 (UIUC Division #5) – Electrical
 - c. Turner Construction – Construction Manager
 2. Employee Utilization and MAFBE Compliance
 - a. Employee Utilization
 - i. Specification Section 00820, Pages #10 & 11
 1. Submit Attachment “A” (from this Spec. Section)
 - b. MAFBE Goals
 - i. General Contractor = 6% of Contract Value
 - ii. MEP Contractor = 4% of Contract Value
- *NOTE: ALL Contractors must be aware that CSVs must comply with the MAFBE Goals. If Contractors are not able to comply, then they must demonstrate via documentation of their pre-bidding efforts trying to comply.*
3. Environmental Compliance
 - a. Owner’s Responsibility
 - i. Legal Disposal of Elevator Fluids from Turnover
 - ii. Removal & Legal Disposal of Freon
 - iii. Removal & Legal Disposal of Grease
 - iv. Removal & Legal Disposal of Trash Dumpsters
 - v. Legal Disposal of Fluorescent Light Bulb & Ballast from Turnover

- b. **Mass Demolition Contractor's Responsibility w/ SWPPP Management**
 - Silt Fencing
 - Soil Erosion and Sediment Control
 - Filtration Required for Clear Discharge Into Storm System
 - Provide & Maintain Street Filters
 - Entrance Stabilization w/ Aggregate
 - Daily Sweeping of Walkways & Roadways
 - Weekly Reporting
 - Post ½-inch Rain
 - c. **Mass Demolition Contractor's Responsibility**
 - i. IEPA Notification of Demolition Extent
 - ii. Elevator Fluid Extraction & Container Turnover to Owner
 - iii. Sanitary & Storm Sump Basin Extraction
 - d. **Electrical Contractor's Responsibility**
 - i. Fluorescent Light Bulb & Ballast Removal & Container Turnover to Owner
 - ii. Provision of Designated Generators w/ Fuel to Owner
- 4. WORK Around Us**
- a. Ongoing Construction – Completion of Phase 'A' Site Utility Renov.
 - b. Future Construction – Landscaping & Lighting Project
 - c. Future Construction – Laundry Renovation Project
 - d. Future Construction – Phase 'C & D' Early Site Utility Project
 - e. Future Bidding – Phase 'C & D' Main Project
- 5. Project Overview**
- a. Coordination with WORK Around Us
 - b. Hours of Work Limitation w/ Earth Retention Installation
 - i. Addendum #3 – Unable to Install Bet. 9:00 PM – 6:00 AM
 - c. Contractor Use of Permanent Facilities Not Allowed
 - i. Utility Outage Interruptions/Notification
 - 1. Refer to Specification Sections 01010-3 & 01100-4 (Addendum #2)
 - ii. Reference Documents/Information Available
 - 1. Geotechnical Report
 - iii. NO Alternates Were Accepted – Spec. Section 01230
- 6. Construction Documents**
- a. Breakdown of Drawings & Specifications & Addenda #1 thru 4
 - b. Availability of Construction Documents @ City Blue Technologies
- 7. Project Communications**
- a. Directly w/ Turner Construction
- 8. General Overview**
- a. PRZM Project

- i. <http://www.uofpp.uillinois.edu/training.htm>
- ii. Refer to Specification Section 01055
 - 1. Training???
 - a. Call Kiley McCormack @ (217) 265-6596
- iii. Schedule of Values
 - 1. Refer to Specification Section 01000
- iv. Pay Applications
 - 1. MAFBE Certification
 - 2. Employee Utilization Reports
- v. RFIs/ASIs/RFPs/FDs
- vi. Change Orders
- b. Miscellaneous Processes
 - i. Visitor Sign-In Process
 - ii. **Project Directory**
 - iii. Front-End Submittals
 - 1. **F-E Log Handout**
 - iv. Specification Submittals
 - 1. Returned Submittal Schedule Matrix
 - a. **Specification Listing Handout**
 - i. Long-Lead Times
 - 2. Submittal Flowchart/Submittal Quantities
 - 3. Submittal Stamp – Refer to 01023-10
 - v. Daily Construction Reporting
 - vi. Extra Work Authorization
 - vii. **Tax Exemption Identification Handout Sheet**
 - viii. University of Illinois’ Media Inquiry – Direct to Elizabeth
- c. Safety Program
 - i. **Pre-Planning Handout w/ ‘HOT WORK PERMIT’**
 - 1. Review and Provide Input
 - 2. Based on Specification Section 01050
 - a. Hard Hat & Safety Glasses
 - b. Code of Safety Practice Safety Sign-Offs
 - c. Corporate Safety Sign-Offs
 - d. Employee Safety Sign-Offs
 - ii. Company Safety Notebook
 - iii. Company MSDS Notebook
 - iv. Daily Housekeeping/Street Cleaning
 - v. J.U.L.I.E. Notification
 - vi. Weekly Tool Box Talks Required
 - vii. Weekly/Monthly Safety Walk-Throughs
 - 1. Weekly/Monthly Walk-Throughs – Safety Supervisor/Superintendent Attendance
- d. Milestone Project Schedule
 - i. Refer to Specification Section 01060
- e. Site Logistics Program
- f. Pay Application Highlights --- Prior to First Pay Request

- i. **“Draft” Pay Applications are due the last Friday of Every Month**
 - 1. **Stored Material Documentation MUST Include:**
 - a. **Shipping Receipt Documentation**
 - b. **Photograph Documentation**
 - c. **Insurance Documentation**
 - i. **Certificate of Property Insurance with Value of Specific Materials listed and University of Illinois Board of Trustees as Additional Insured.**
- ii. **“Final” Pay Applications are due first Friday of Every Month**
- iii. **Monthly Report w/ Completed Schedule & Submittal Listing**
- iv. **CG 2026 Submission Completion**
- v. **Schedule of Values Approved by UIUC in PRZM**
 - 1. **Within 15-days in PRZM After NTP**
- vi. **SVS List Submitted to UIUC in PRZM**
 - 1. **Within 15-days in PRZM After NTP**
- vii. **Authorized Signature Letter**
 - 1. **Within 15-days After NTP**
- viii. **Project Schedule**
 - 1. **Within 15-days to Turner After NTP**
- ix. **Returned Submittal Matrix**
 - 1. **Within 10-days to Turner After NTP**
- x. **Contractor Information Sheet w/ Safety Personnel**
 - 1. **Within 15-days to Turner After NTP**
- xi. **List of Subcontractors**
 - 1. **Within 15-days to Turner After NTP**
- xii. **PRZM Contact Information**
 - 1. **ASAP to Turner/UIUC**
- xiii. **Labor Wage & Equipment Rate Sheets**
- xiv. **As-Builts Maintained During Construction**
- xv. **Housekeeping Compliance**
- xvi. **Safety Compliance**
- xvii. **Insurance Active (Has NOT Expired)**

***NOTE: Highly recommend becoming familiar with Specification Section 00700**

9. Meetings

- a. **Pre-Job Meeting w/ Local Unions**
 - i. **List of Subcontractors from Each Bid Package**
 - ii. **Weekly Updates w/ Three-Week Look Ahead Schedule**
- b. **Pre-Installation Meetings**
 - i. **BEFORE Work Starts**
 - ii. **Specification Listing Handout**
- c. **Weekly Contractor Coordination Meetings**

- i. Timing & Date – Tuesdays @ 9:00 AM

10. Testing and Inspection

- a. Responsibility of Each Contractor
 - i. Independent Testing Agency
 - ii. Interim MEP Contractor Test Reports
 - 1. Air & Hydrostatic Tests
 - a. Company Letterhead/Name
 - b. Project Name
 - c. Location w/ Marked Illustration
 - d. System Tested
 - e. Test Time Period
 - f. Test Pressure
 - g. Total Leakage/Allowable Leakage
 - h. Method of Testing
 - i. Witness Signature Blocks

11. Contact Information

Nagle Hartray Prime Contact:
Howard Kagan, AIA, Principal
30 West Monroe Street
Chicago, IL 60603
Telephone: (312) 425-7653
E-Mail: how@nhdkmp.com

Turner Construction Prime Contact:
Greg Cuttell, P.E., LEED AP
Turner Construction Company
Cellular Telephone: (217) 280-3604
Office Telephone: (217) 344-0897
E-Mail: gcuttell@tcco.com

12. Upcoming ASIs & RFPs

- a. ASI – Added Site Light w/ Foundation to be Removed
 - i. Near the Bike Rack between Hopkins & Scott Residence Halls
 - 1. Verbally Accepted by Robinette & Glesco @ Scope Reviews
- b. RFP – Bid Package #3 Excavation Outside Steam Vaults #85 & 81
 - i. For Disconnection Purposes
- c. RFP – Bid Package #1 Fill of Extracted Footings Underneath S.O.G. @ Gregory & Peabody Dining Hall Demolition Sites

13. Questions???



Demolish Existing Dining Halls Project Directory

Company Name	Contact Name	Title	Work Phone	Ext.	Mobile Phone
University of Illinois	Elizabeth Stegmaier	Project Manager	(217) 265-6471		N/A
	Myron Thompson	Chief Inspector	(217) 333-8601		(217) 493-6645
	Mario Marruffo	Project Manager	(217) 333-8212		(217) 918-1968
	Jeff Riddle	Housing Proj. Mgr.	(217) 244-3019		N/A
City Blue Technologies	UI Housing EM After Hours		1-800-412-2370		
	Jeff Luhring	Account Executive	(309) 550-5835		(309) 453-2007
	Lyndon Brown	Manager	(217) 355-6980		(309) 830-5212
Nagle Hartray	Howard Kagan	Principal	(312) 425-7653		(312) 953-1844
Turner Construction	Cristina Prestin-Latham	Administrative Asst.	(217) 344-0897		N/A
	Adam Kimball	Supt./Project Engineer	(217) 344-0897		(217) 306-6271
	Tony Odendahl	Superintendent	(217) 344-0897		(309) 373-4772
	Greg Cuttell	Project Mgr./Supt.	(217) 344-0897		(217) 280-3604
	Beverly Brown	Administrative Asst.	(630) 833-7997	131	N/A
Robinette Demolition (Mass Demolition)	Tom Robinette	President	(630) 833-7997		(630) 417-6860
Davis-Houk	Brittany Carver	Administrative Asst.	(217) 239-0040		N/A
(Plumbing)	Brad Houk	Owner	(217) 239-0040		(217) 202-0424
A&R Mechanical (Heating)	Brandon Farney	Project Manager	(217) 239-0040		
	Cathy Roelfs	Office Manager	(217) 367-4227		N/A
	Steve Hall	Project Manager	(217) 367-4227		(217) 202-0430
	Tom Bridwell	Project Manager	(217) 367-4227		(217) 202-0709
Glesco Electric (Electric)	Phil Lowery	Project Manager	(217) 328-7700	23	(217) 202-6356
	Jim Whiddem	Superintendent	(217) 328-7700		(217) 202-6317
Arborsmith	James Smith	Arborist	(217) 356-8677		(217) 202-7494



Front End Contractor Requirements

BP	Contractor	Submittal	Date Rec'd	Received	Approved
1	Robinette	Performance / Payment Bonds	2/15/2010	Yes	Yes
	Demolition	Certificate of Insurance	2/15/2010	Yes	Yes
	(Mass Demo.)	CG 2026 Form	2/15/2010	Yes	Yes
		Returned & Signed Contract	2/15/2010	Yes	Yes
		Returned & Signed PLA	2/15/2010	Yes	Yes
		Returned Sub. Sch. Matrix			
		List of Subcontractors & Suppliers			
		Contractor's Schedule			
		Schedule of Values			
		PRZM Contact Information			
		Safety Program Notebook			
		MSDS & HAZCOM Notebook			
		Signed Corporate Safety Sheet			
		Signed Employee Safety Sheet			
		List of OSHA Competent Personnel			
		Contractor Information Sheet			
	Labor Wage & Equipment Rate Sheets				
2	Davis-Houk	Performance / Payment Bonds	2/15/2010	Yes	Yes
	Mechanical	Certificate of Insurance	2/15/2010	Yes	Yes
	(Plumbing)	CG 2026 Form	2/15/2010	Yes	Yes
		Returned & Signed Contract	2/15/2010	Yes	Yes
		Returned & Signed PLA	2/15/2010	Yes	Yes
		Returned Sub. Sch. Matrix			
		List of Subcontractors & Suppliers			
		Contractor's Schedule			
		Schedule of Values			
		PRZM Contact Information			
		Safety Program Notebook			
		MSDS & HAZCOM Notebook			
		Signed Corporate Safety Sheet			
		Signed Employee Safety Sheet			
		List of OSHA Competent Personnel			
		Contractor Information Sheet			
	Labor Wage & Equipment Rate Sheets				
3	A & R	Performance / Payment Bonds	2/15/2010	Yes	Yes
	Mechanical	Certificate of Insurance	2/15/2010	Yes	Yes
	(Heating)	CG 2026 Form	2/15/2010	Yes	Yes
		Returned & Signed Contract	2/15/2010	Yes	Yes
		Returned & Signed PLA	2/15/2010	Yes	Yes
		Returned Sub. Sch. Matrix			
		List of Subcontractors & Suppliers			
		Contractor's Schedule			
		Schedule of Values			
		PRZM Contact Information			
		Safety Program Notebook			
		MSDS & HAZCOM Notebook			
		Singed Corporate Safety Sheet			
		Signed Employee Safety Sheet			
		List of OSHA Competent Personnel			
		Contractor Information Sheet			
	Labor Wage & Equipment Rate Sheets				



Front End Contractor Requirements

BP	Contractor	Submittal	Date Rec'd	Received	Approved
4	Glesco	Performance / Payment Bonds	2/15/2010	Yes	Yes
	Electric	Certificate of Insurance	2/19/2010	Yes	Yes
	(Electrical)	CG 2026 Form	2/19/2010	Yes	Yes
		Returned & Signed Contract	2/15/2010	Yes	Yes
		Returned & Signed PLA	2/15/2010	Yes	Yes
		Returned Sub. Sch. Matrix			
		List of Subcontractors & Suppliers			
		Contractor's Schedule			
		Schedule of Values			
		PRZM Contact Information			
		Safety Program Notebook			
		MSDS & HAZCOM Notebook			
		Signed Corporate Safety Sheet			
		Signed Employee Safety Sheet			
		List of OSHA Competent Personnel			
		Contractor Information Sheet			
		Labor Wage & Equipment Rate Sheets			

Dining Demo (DD) Submittal Items

Number	Revision	Description	Specification Section	Sub Section	Responsible Company ID	Due Date
DD001	0	Project Record Documents: Record Drawings: Submit two set(s) of marked-up Record Prints.	01781	1.2A	All BPs	7/31/10
DD002	0	Project Record Documents: Record Specifications: Submit two copies of Project's Specifications, including addenda and contract modifications.	01781	1.2B	All BPs	7/31/10
DD003	0	Building Demolition: Proposed Environmental-Protection, Dust-Control, and Noise-Control Measures: Submit statement or drawing that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. Identify options if proposed measures are later determined to be inadequate.	02050	1.4A	Mass Demo	4/7/10
DD004	0	Building Demolition: Schedule of Building Demolition Activities: See Milestone Schedule, Section 01060. Note that Gregory Hall shall be demolished first.	02050	1.4B	Mass Demo	4/7/10
DD005	0	Underground Site Utilities: Shop Drawings or manufacturer's cuts shall frames, grates, manhole steps, catch basins, inlets, pipe materials and joint pipe accessories, fire hydrants and piping layout in meter vaults for water system.	02700	1.3A	Plumbing	4/7/10
DD006	0	Cast-In-Place Concrete: Product Data: For each type of product indicated.	03300	1.2A	Mass Demo	4/7/10
DD007	0	Cast-In-Place Concrete: Design Mixtures: For each concrete mixture.	03300	1.2B	Mass Demo	4/7/10
DD008	0	Cast-In-Place Concrete: Product Data: For each type of product indicated.	03300	1.2A	Plumbing	4/7/10
DD009	0	Cast-In-Place Concrete: Design Mixtures: For each concrete mixture.	03300	1.2B	Plumbing	4/7/10
DD010	0	Signed SWPPP	01080		Mass Demo	4/7/10
DD011	0	Pre-Construction Photos	01011	AAA	Mass Demo	4/7/10
DD012	0	Photos During Construction	01011	AAA	Mass Demo	4/7/10
DD013	0	Pre-Construction Photos	01011	X	Plumbing	4/7/10
DD014	0	Photos During Construction	01011	X	Plumbing	4/7/10
DD015	0	Pre-Construction Photos	01011	V	Electrical	4/7/10
DD016	0	Photos During Construction	01011	V	Electrical	4/7/10
DD017	0	Pre-Construction Photos	01011	W	Heating	4/7/10
DD018	0	Photos During Construction	01011	W	Heating	4/7/10
DD019	0	Final Photos	01322	1.2	Mass Demo	7/31/10
DD020	0	Geotextile Fabric for Temporary Roadways	01011	Q	Mass Demo	4/7/10
DD021	0	Silt Fencing	01011	II	Mass Demo	4/7/10
DD022	0	Street Filter Baskets	01011	II	Mass Demo	4/7/10
DD023	0	Signage	01011	HH	Mass Demo	4/7/10
DD024	0	Patching and Plugging of Underground Pipe Systems @ Manholes, etc.	01012	A	Plumbing	4/7/10
DD025	0	Patching and Plugging of Underground Pipe Systems @ Manholes, etc.	01013	A	Heating	4/7/10
DD026	0	Engineering Survey per OSHA Subpart T--Documentation 1926.850	01011	WW	Mass Demo	4/7/10
DD027	0	Weekly Survey Monitoring Documentation of Residence Halls & Significant Structures	01011	BBB	Mass Demo	4/7/10
DD028	0	Professional Engineer Stamped (in the State of Illinois) Shop Drawings of Earth Retention Details w/ Calculations	01011	B	Mass Demo	4/7/10
DD029	0	Vacuum Excavation Information	01011	B	Mass Demo	4/7/10
DD030	0	Landscape Restoration Plan at Temporary Roads	01011	Q	Mass Demo	4/7/10



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, IL 62702
217 782-8881

January 2, 2010

TERRY THOMPSON
209 HENRY ADMIN BLDG MC-339
506 SO WRIGHT ST
URBANA/SPRNGFLD/CHGO IL 61801-3691

Effective January 1, 2010, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9989-9779-06
to
UNIVERSITY OF IL (ALL CAMPUSES)
of
URBANA/SPRNGFLD/CHGO, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
Illinois Department of Revenue

Safety Preplanning Meeting

Meeting Date: February 24th, 2010 @ 1:00 PM
 Minutes Issued: February 25th, 2010
 Location: Project Site – Turner Construction’s Office Trailer
 Attendees (P=Present, N=Not Present)

	Prime Contractors		Prime Contractors		Prime Contractors/Turner
P	Tom Robinette, Robinette Demolition	N	Tom Bridwell, A & R Services	P	Elizabeth/Myron – UIUC-F&S
N	Beverly Brown, Robinette Demolition	P	Phil Lowery, Glesco Electric	P	Jeff Riddle – UIUC Housing
N	Brad Houk, Davis-Houk Mechanical	P	Jim Whidden, Glesco Electric		
P	Brandon Farney, Davis-Houk Mechanical			N	Adam Kimball – Supt./Prjt. Engr.
P	Steve Hall, A & R Mechanical			P	Greg Cuttell – Project Manager

A. Topics To Discuss		Action – By:
Safety Manuals and MSDS Status: The following Safety Information is required: <ol style="list-style-type: none"> 1. Contractor Corporate Safety Program 2. Signed Safety Sheets (Corporate Commitment, Employee Training Certification, and Code of Safe Practice Pledge Sheets) 3. MSDS & HAZCOM Notebook 		ALL
Fall Protection Plan: <ul style="list-style-type: none"> • The site specific Safety Program reviews the Six-Foot Fall Protection Rule for this project. • Six-Foot Fall Rule must be followed 100%. • Platform lifts do not require harness use as long as the feet stay on the deck and rails are on. • Aerial lifts require harness use. 		ALL
New Employees to the Site: Crisis Management/Emergency Procedures If the jobsite must be evacuated for an emergency, an air horn will sound 3 times at 5 second intervals. ALL workers are to evacuate to the north parking lot near Turner Construction’s Office Trailer. At this location foreman will complete a head count to confirm ALL workers are accounted for, and then report to Turner Construction for instructions.		ALL
Incident/Emergency Situations: <ul style="list-style-type: none"> • Walking Wounded Injury – Contractor to come to Turner Construction’s Office Trailer. Contractor to notify Turner Construction that an individual was injured onsite and that they need to go/went to the emergency room/hospital. Contractor to fill out an incident report with Turner Construction the day of the incident (no later than 24-hours). Locations of the two closest hospitals are posted in Turner Construction’s Office Trailer. • Immediate Emergency – Call 911. Someone should always stay with the injured individual. Another person should inform Turner Construction. A person should also wait at the project gate to guide fire rescue into the site. Contractor to fill out an incident report with Turner Construction the day of the incident (no later than 24-hours). 		ALL
Restroom Location: <ul style="list-style-type: none"> • The port-o-lets will be located strategically to the Demolition footprints as logistics allow. 		Robinette
First Aid Location: <ul style="list-style-type: none"> • ALL Prime Contractors are required to have first aid kits on site. If additional supplies are needed, then please visit the Turner Construction Office Trailer. 		ALL
Employee Parking: <ul style="list-style-type: none"> • Construction parking is available on a limited basis. NO temporary parking is permitted in front of any existing fire hydrants or in front of the access road entrances. 		ALL
Traffic Control: <ul style="list-style-type: none"> • Each Prime Contractor is required to provide their flag person. ALL flag personnel must be equipped with a traffic vest and an orange traffic flag. • ALL delivery trucks and heavy equipment are to be equipped with back-up alarms. • ALL personnel must honor the stop sign placement at each vehicle gate. 		ALL
Hand Safety: <ul style="list-style-type: none"> • Gloves are recommended to be worn at ALL times when the possibilities of hand hazards exist. For example, directing a load via tag line, working with metals or other sharp materials. 		ALL
Hard Hats & Safety Glasses: <ul style="list-style-type: none"> • This is a 100% Hard Hat & Eye Protection Project. This goes for ALL operators and/or delivery truck drivers that leave their cabs. 		ALL
Weekly Tool Box Talks: <ul style="list-style-type: none"> • Weekly tool box talks must be reviewed with your workers and signed off each week. These must be submitted to Turner Construction by the end of each work week. 		ALL
Fire Extinguishers: <ul style="list-style-type: none"> • ALL Prime Contractors should have a fire extinguisher readily available. It is required to have 		

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	<ul style="list-style-type: none"> one per trailer/storage box and one per gang box. Fire Extinguishers are required near any hot work (welding, cutting, etc.). 	ALL
	<p>Jobsite Safety Inspection by a Competent Person:</p> <ul style="list-style-type: none"> This is each Prime Contractor's responsibility. Each Prime Contractor is responsible to designate their qualified First Aid employee/foreman. 	ALL
	<p>Preplanning Exposures: ALL Prime Contractors shall review the following potential exposures on a constant basis to confirm construction conditions.</p> <ul style="list-style-type: none"> Scaffolding – Inspected by a competent person before each use. Each scaffold must have guardrails, toeboards, handrails, end rails, a designated limit access zone, and be secured to the building, where applicable. When accepting loads on the scaffold NO personnel are to be exposed to a FALL HAZARD from an open gate, etc. Concrete Basement Wall Bracing – Provide an engineered plan for bracing the basement walls. Tripping – Keep floor & scaffold clear, and store materials safely. Excavations – Conform to OSHA regulations at a minimum. Must have competent person inspection, employ ladders for access/egress from trenches, and use trench boxes for those trenches that exceed 5 feet in depth. Falls from Deck – Maintain guardrails, secure floor covers, and have tied-off ladder access. Falls from Ladders – Maintain proper use, care & selection, tie-off, proper angle, and install permanent stairs ASAP. Metal ladders and painted wood ladders are not allowed on site. Falls from Building Perimeter – Maintain guardrails and toe boards, as applicable. Falls by Trespassers – Maintain site fencing, signage, and barricades. Struck by Excavator/Crane – Barricade the swing radius and make sure that the signal person is qualified. Load Falling – Calculate excavator/crane positioning/capacity and traffic, etc. Falls from Same Level – Maintain housekeeping and debris removal on a daily basis. Eye Injuries – Eye protection is very important. Safety glasses and face shields are to be worn 100% when cutting materials, etc. Dust Control – Minimize spreading of dust (wet cutting block & concrete, etc.). Impalement Protection – Must be installed and maintained for ALL impalement hazards, including but not limited to rebar, conduit, and pipes. Underground Utilities – J.U.L.I.E. & UIUC Services to be contacted prior to excavation. 	ALL
	<p>Safety Program:</p> <ul style="list-style-type: none"> ALL personnel shall abide by the Project Safety Program, their Company Safety Manuals, and OSHA regulations. ALL personnel shall wear Orange or Bright Yellow/Green Safety Vests and/or Bright-Colored T-Shirts. These Safety Vests and/or Bright-Colored T-Shirts must be worn during the duration of the project. ALL personnel must abide by the 'Hot Work' Permit process on a daily basis. Refer to the attached 'Hot Work' Permit for use. Daily housekeeping is required on this project site. 	ALL
	<p>Erection Plan:</p> <ul style="list-style-type: none"> ALL Prime Contractors are responsible for replacement of ANY safety barriers. 	ALL
	<p>Crane Inspections:</p> <ul style="list-style-type: none"> Crane inspections shall be performed on a weekly basis. Copies of the crane certification and inspections shall be provided to Turner Construction on a weekly basis. ALL Prime Contractors shall provide a copy of the updated annual 'Crane Inspection Paperwork' prior to commencement of crane use. ALL Prime Contractors shall provide a copy of the 'Crane Operator's Card' that indicates competency of the crane to be use prior to commencement of crane use. 	ALL
	<p>Project Safety Specifics:</p> <ul style="list-style-type: none"> ALL personnel must be aware that there is a Tornado Signal Test on the first Tuesday of every month. Please do not confuse this signal with the evacuation blasts. Electrical cords and plugs need to be checked at ALL times. GFCI Program will be used on this project site. ALL lifts must have their respective gates, chains, etc. secured before use. No one is to work or walk below a scaffold system. No one is to work or walk below concrete, masonry, steel, roof & MEP hoisting. No smoking or tobacco products allowed on site within 25-feet of existing buildings.. No intoxicants or other controlled substances allowed on site. No music radios and/or music hand-set radios are allowed on site. No storage of propane tanks are allowed inside the building. 	

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	<ul style="list-style-type: none">• No talking to students.• ALL portable generators are to be located outside of building footprints.• Refer to the attached "Code of Safe Practices Pledge Sheet" for highlights of this Project's Safety Rules and Expectations. ALL personnel will be required to sign and acknowledge these rules. Identification stickers will be distributed to those craftsmen that have signed the appropriate paperwork.• Weekly and Monthly Safety Walk-Throughs will be conducted with the Contractors actively working on site.	ALL
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HOT WORK PERMIT

1. **DO NOT CONDUCT HOT WORK** if fire protection is not available.
2. Complete this permit and retain the white copy.
3. Hang the "WARNING" card in the area where the work is being performed.

Permit Holder / Contractor: _____

Date: ___ / ___ / ___

Location (building, floor, room): _____

Devices Disabled: _____

Type of Job: _____

Time Started: _____ AM
PM

Time Finished: _____ AM
PM

Permit Expires: (1 shift or 8-hour period)

Date: ___ / ___ / ___ Time: _____ AM
PM

Prior to beginning any hot work, all potential hazards must be addressed including:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Life Safety Department has been contacted for any work that will or may impair life safety systems. What will be impaired (circle): Sprinkler heads, detectors, other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Available sprinklers, hoses and extinguishers are in service and in good repair. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguishers are available at the point of hot work. (Supplied by the Permit Holder) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Work equipment is in good repair. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All movable fire hazards in the vicinity have been relocated at a safe distance (at least 35 ft.) from the point of operation or covered with fire resistive barriers if unable to move. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All wall and floor openings have been covered. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When working on or near walls, move combustibles away from both sides of walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When working with suspended ceilings, be sure to protect concealed spaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floors have been swept clean of combustibles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flammable liquids, dust, lint, and oily deposits have been removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The area has been examined to determine if flammable or combustible liquids or vapors could potentially be present. If present, the atmosphere shall be tested using an explosive meter. If quantities are 10% of the lower explosive limit or greater, hot work shall not be performed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A fire watch is equipped with an appropriate fully charged fire extinguisher and present during hot work operations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A fire watch will be provided for 30 minutes following the completion of work, including breaks. |

Final Work Area Check:

Work area monitored following Hot Work and 30 minute fire watch and found safe: Yes / No

Fire Watch (Please Print): _____ Time Started: _____ AM
PM

Craft Person Conducting Task: _____

Turner Representative: _____

Devices Reactivated: _____

Hot Work Operations: Welding and Cutting Permit Program

Each Contractor shall notify the Construction Manager of proposed "Hot Work" through a "Welding / Cutting Permit" application to the Construction Manager representative. These permits must be reviewed and approved by the Contractor prior to submitting to the Construction Manager

The Construction Manager shall keep a log of all Permits.

Permissible Areas:

New construction: When all fire prevention measures are taken, permits shall be authorized for the work.

New construction work shall require the presence of a dedicated fire extinguisher (20 lb., ABC) provided by the Contractor performing the work and any other preventive measures as may be necessary for protection of life and property, such as fire blankets, water supply, etc.

The Contractor shall ensure that the surrounding area(s) are free of combustible material per NFPA 51B.

When the work is of the nature that "hot" material may fall to areas below, the Contractor shall ensure that those areas are free of combustible material or material that may otherwise be damaged. Work in place must be protected by the Contractor performing the work.

"Hot Work" shall not be performed near fuel storage areas or other areas where combustible vapors may accumulate.

Occupied Buildings: "Hot Work" shall not be performed in occupied buildings without notification of the local Fire Department responding agency, (local Engine Company).

- aa. The fire suppression system for the building must be in operation.
- bb. The appropriate Building or Department Managers must be notified and the work coordinated with their operations.
- cc. Preparation for the work and clearing of combustible materials shall be in accordance with NFPA 51B. Combustible material shall be cleared from the work area by a distance of 35 feet.

All combustibles shall be protected from exposure to hot work and resulting slag. All tarps and blankets used for this shall be of fire retardant material.

During welding or cutting operations, a fire extinguisher will be required and shall be the responsibility of the Contractor performing this work.